

OFFICE USE ONLY

Date Received	Payment	Pictures Included	Electricity	Table(s)	Sitter	Category
Description: _____						
_____						

**HELP CENTER'S 33<sup>rd</sup> ANNUAL HOLIDAY FESTIVAL OF THE ARTS**  
November 26 & 27, 2010

**APPLICATION**

Mail by August 15 with digital or printed photos, descriptions and check to HFOA c/o Prompt Enterprises; P.O. Box 1293; Bozeman, MT 59771

**APPLICANT INFORMATION**

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Applicant's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

We sometimes receive requests for vendors' addresses from other craft shows. Do you wish us to release this information?  Yes  No

**SPACE REQUESTS**

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Indicate 1<sup>st</sup> and 2<sup>nd</sup> choices for the amount & type of space you prefer (see letter for prices). Your check must cover the cost of your first preference plus cost for table(s). We will refund/charge later if a second choice is assigned. Applications from vendors on the June '10 mailing list will be charged a late jury fee of \$50 after August 15. Late applications will be processed after all first jury acceptances have been accommodated, and may be on a waiting list for a space opening. All fees will be refunded to artists who are not accepted or not assigned a space.

Single in-line (8'x10' or 10'x8') _____	Single corner _____
Space+½ in-line (12'x10' or 15'x8') _____	Space+½ corner (10'x12' or 8'x15') _____
Double in-line (16' or 20') _____	Double corner (10'x16' or 8'x20') _____
10' x 10' (specify in-line or corner) _____	Odd space _____

Are you requesting a space you used at the 2009 Festival? \*  Yes  No

\* All "half" and "odd" spaces may not be placed exactly as last year, but preference for extra space is given to those who had it last year.

Describe preference for unusual shape of space, placement in a particular building, center, against back wall, dimensions of any rigid display structure.

Be sure to measure all space used by supports for your structure, these cannot jut into aisles or neighbors' space. Remember there will be no wooden partitions between spaces.

**OTHER NEEDS**

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I need to rent \_\_\_\_\_ tables at \$10.50 each. County tables are 30"x 8". They no longer have 6' tables.

Electricity needed \_\_\_\_\_, no charge for electricity; but we must know now that you will need it. Bring a cord.

I will need a booth sitter (30 minutes maximum) at the show for: Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Both Days \_\_\_\_\_ .

# HELP CENTER'S 33<sup>rd</sup> ANNUAL HOLIDAY FESTIVAL OF THE ARTS

November 26 & 27, 2010

## REQUIRED DESCRIPTIONS

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The information you give here determines eligibility and communication with the jury. Read Carefully! You may use the free space on bottom and/or attach a sheet. Applications that fail to address all 6 points may be held for later jurying!

1. What is your product? Please describe it clearly and completely. If product is consumable (i.e. food, soap, oil products), fill out the consumable form below, in addition to answering to the following questions.
2. Tell us how your product is original and handmade. Describe the method and materials used in your work. If we do not get a good description, we will not consider your work in the first jury.
3. List any parts that are purchased and not made by the artist.
4. List all articles or types of product you plan to exhibit/sell.
5. List the price range of items you will offer for sale.
6. Submit 4 images—digital or photos (prefer 3.5" x 5" or 4" x 6" but nothing larger than 8.5" x 11") that show details, originality, and variety of your work. Do NOT send more than 4 or any images of your whole booth. WE NO LONGER ACCEPT SLIDES!

The jury considers only your description and four pictures. Work not represented to the jury may be excluded at the show, so pick your representations carefully and describe your process clearly. Please do not leave it up to us to pick from a whole slew of pictures, or to guess at how you create your wares. We can accept small samples of consumable products only if that is the only way to represent your product.

## CONSUMABLE PRODUCTS

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If you want to sell a product that is consumable (e.g. food, soaps, furniture oils, etc.), please fill this section out completely.

1. Is your product franchised? \_\_\_\_ Yes \_\_\_\_ No
2. If food, please give us your food license # \_\_\_\_\_
3. Please list all the places your product is sold:

Be sure you have answered the questions about originality on the main application.  
We do not accept products that are bought in bulk and repackaged, even with the addition of a scent or color.

## PLEASE READ & SIGN BELOW

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As a condition to my participation in the 33<sup>rd</sup> Annual Holiday Festival of the Arts, I agree to bear all risk and expense for any loss, theft, or damage to my work or other personal property and to bear the risk of injury to myself and those working with/for me.\* I agree that each item on display will be my unique and original artwork.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Security will be provided overnight on Friday but participants must take precautions to protect work & belongings.

REMEMBER: Your application must include (1) 4 labeled images (digital or printed photographs) of your work, (2) a check payable to the HELP CENTER for your first preference in space and table rental(s), (3) this completed form with all requested descriptions, and (4) an additional \$50 late jury fee for applications received after August 15 from those on the June mailing list. Incomplete applications will not be considered for the first jury.